

083

**The Board of Fire Commissioners  
Portsmouth Fire Department**

Fire Station 1, Training Room  
September 11, 2018

Portsmouth, NH  
1700 hours

**I. Call to Order:**

Chairwoman Matthes called the meeting to order at 1700 hours and made the *Motion to enter in Non-Public Session to discuss two items under RSA 91-A:3, II (a) and one item under RSA 91-A:3, II(d). Motion was seconded by Commissioner Hughes and passed unanimously.*

*Motion, to come out of Non-Public Session at 1730 hours with no votes taken and return to the regular scheduled meeting, was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes and passed unanimously.*

**II. Pledge of Allegiance with Attendance:**

Chairwoman Matthes led the pledge of allegiance followed by a moment of silence for the victims of 9/11.

Commissioners: Jennifer Matthes, Richard Gamester, Michael Hughes, Chief Steven Achilles, Deputy Fire Chiefs Carl Roediger and James Heinz, Captain: Rick Murphy and Firefighter Connor O'Brien.

**III. Approval of Minutes of Previous Meeting:**

*Motion, to approve the minutes of August 14, 2018 was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.*

**IV. Public Comment Session: None.**

**V. Presentation of Written Communications:**

Chief Achilles read the thank you notes from Patty and Arts in Reach along with a letter from Lt. Hennessey, Commander of State Police Troop A.

*Motion, to accept and place on file, was made by Chairwoman Matthes. Motion was seconded by Commissioner Hughes and passed unanimously.*

**VI. Recognition of Groups or Individuals:**

Chief Achilles took a moment to recognize new probationary firefighter Connor O'Brien. Connor is a lateral transfer from Goffstown Fire and is an AEMT. Connor started September 4<sup>th</sup> and is currently into his 2<sup>nd</sup> week and will be assigned to A shift. Commission welcomed him to the department.

**VII. Reports:**

**A. Fire Chief's Reports:**

*Commissioner Gamester motioned to discuss Chief's reports 18-079 through 18-082. Motion seconded by Chairwoman Matthes.*

Chief Achilles reviewed reports with the Commission.

Report (079), 2018 Response Report with Service Activity and Safety message for August 2018. The report shows the department responding to a total of 450 calls for the month: 117 Fire Calls and 333 Ambulance Calls. Fire calls were slightly down from last month however ambulance calls were slightly up from last month. Total year to date shows the department responding to 3322 calls: 939 fire and related service calls and 2383 ambulance service calls. Chief spoke briefly about some of the activity for the month noting a lightning strike at 49 Pleasant Street, mutual aid response to Route 95S in Greenland for a multi-patient motor vehicle crash, a two car motor vehicle accident at Lafayette Rd and South St, and a gas main break at Pleasant and Marcy Streets which involved having the roads in the area closed and residences instructed to shelter in place. The Service Activity and Safety Message report was submitted to the Portsmouth Herald for publication in local newspapers. Report (080), Fire and EMS Call Summary Report, shows the department responded to 269 fire calls for the month of August however 152 of the calls were rescue responses which are deducted from the total of fire calls. EMS activity was 333 with the top three responses being trauma or injury to the head/scalp, abdominal pain and alcohol abuse. There were 3 calls for drug overdose/abuse and 82 non-transports. Report (081), FY19 Budget, Chief Achilles reviewed the budget with the Commission and noted the department is in its first two months of the budget so some items are paid in full within these two first months which shows the percentage spent to date higher than the percentage in the year. Report (082), Overtime Analysis, provided a breakdown of how overtime was used in the month of August along with a summary of what was charged to OT-Recall for the month.

*Motion, to accept Chief's Reports 18-079 through 18-082, was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes and passed unanimously.*

**B. Staff Reports:**

Deputy Chief Heinz reported on Operations and Training within the department. He reviewed the following items: Primex provided a collision avoidance training for firefighters, Capt. Gionet put together an EMS documentation class on the licensing process and currently training staff, EMS



re-cert classes have begun, MCI drill with Edgewood Center will be in October, preventative maintenance and reprogramming of portable radios will be September 24 & 25<sup>th</sup>, and in the process of reviewing firefighter resumes for oral board.

Deputy Chief Roediger spoke briefly about the City's on-line permitting process. Working to get agencies in town for POA permits to be done the same way which will allow for set up and the collection of fees. With re-inspections having increased this month, this online program will allow for the billing of each occurrence where a re-inspection is needed. More to follow. Chairwoman Matthes inquired if this program would have mobile access? Deputy Roediger confirmed that it would work on any device that has wi-fi access. He went on to add that there are many projects coming up and preparations for Fire Prevention Week are underway including a company looking to do several pod casts for fire prevention week and continuing with fire safety messages in the months to follow.

**VIII. Old Business:**

Chief Achilles noted that the Part-time Administrative Assistant, Kelly Lacoste, started on Monday and will be working 5 days a week for total of 20 hours. He went on to say that he is currently working on CIP and met with the new engine E6 replacement committee to begin the process of identifying what the department needs.

**IX. New Business:**

Chief Achilles mentioned the FY20 budget will be using a new format. The new process will have the City Council engaged earlier on than in previous years. The Fire Department is anticipated to meet with City Council and present its preliminary FY20 budget sometime at the end of October. With that said, he went on to say he would be working on the budget next week and will also be looking into additional shift staffing, a prevention officer and an EMS officer as EMS is a large component of what we do.

**X. Adjournment:**

*Motion, to adjourn at 1803 hours, was made by Chairwoman Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.*



Richard Gamester, Clerk